

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE
Rio Hondo Community Mental Health Center**

TRANSFER or PROMOTIONAL OPPORTUNITY

PATIENT FINANCIAL SERVICES WORKER

The Rio Hondo Community Mental Health Center is seeking a highly motivated, self directed, committed individual to fill a full time vacant position as a Patient Financial Services Worker (PFSW) at their main site in Cerritos.

ESSENTIAL JOB DUTIES:

- Through the completion of UMDAPS, determines the client financial responsibility to reimburse the County for mental health services; interviews and corresponds with client and insurance companies to obtain, verify, or clarify information; explains County policy, secures payments, and arranges payment plans. Monitors cases monthly for re-determination of financial eligibility.
- Analyzes financial and eligibility data and reviews clinical records to determine eligibility for a variety of Federal, State and County programs, including Medi-Cal, Medicare, and special programs; completes the necessary documents within time limits specified by the appropriate governmental agency.
- Enters financial bundles into new IBHIS system. Participates in all required trainings to develop expertise in the new claims system. Assist other staff as needed in a collaborative team approach to financial services.
- Reviews client's financial folder to pursue collection of delinquent accounts receivable, may recommend, when necessary, temporary or permanent suspension of accounts or transfer to collection service for further follow-up.
- Reviews "unbilled" and "denied" reports to determine opportunities to re-bill and generate lost revenue.

DESIRABLE QUALIFICATIONS:

- Excellent organizational and interpersonal skills.
- Excellent oral and written communications skills.
- Ability to prioritize multiple tasks.
- Experience within the Department of Mental Health
- Spanish Speaking a plus.

Interested individuals who currently hold the title of Patient Financial Services Worker are encouraged to submit a detailed résumé, last two performance evaluations, Master Timecard for the past 12 months and a letter of interest no later than **June 15th, 2014**.

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